



Office of Human Capital Management

CAREER OPPORTUNITY

DEPUTY DISTRICT DIRECTOR

GS-340-13/14

ANNOUNCEMENT NO: 04-DDD-1036-KG

OPENING DATE: 09/22/2004

CLOSING DATE: 10/05/2004

Applications **must** be received by 5:00 P.M. MST on the closing date

POSITION: Deputy District Director, GS-340-13/14
(Full Performance Level is GS-340-14)

SALARY: GS-13: \$69,762 - \$90,692 per annum (includes 10.90% locality pay adjustment)
GS-14: \$82,438 - \$107,170 per annum (includes 10.90% locality pay adjustment)

LOCATION: Montana District Office, Office of the District Director (Helena, Montana)

AREA OF CONSIDERATION: All Recruiting Sources

Competitive Status is not required

US Citizenship is required

This position is a permanent position with a full-time work schedule

Relocation Expenses are NOT authorized

This position is designated as regular funded

DUTIES

The incumbent serves as the Assistant to the District Director and assists in all phases of the District's operating programs. These include loan programs, community and business development, minority small business, and supporting legal and administrative services. Formulates and finalizes the District's operating plans and budget. Integrates operating programs for effective delivery of services and staff assistance to support office needs. Assists the District Director in administering the operations of small business advisory councils and the Service Corps of Retired Executives (SCORE) in the state. Works with community leaders and state officials throughout the state on agency programs and serves as the key liaison person with local, city, state and federal government entities. Assists the District Director in internal administrative functions of the District Office that include personnel, budget, program management and staff utilization. Advises the District Director on problems/issues that impact on operating programs; hears group grievances and reviews serious disciplinary cases and disciplinary programs. Participates with the District Director in implementing the Equal Employment Opportunity Program in the District Office. Performs other duties of District Director in his/her absence.

MINIMUM QUALIFICATION REQUIREMENTS

The following is an excerpt from the Office of Personnel Management's Qualification Standards Handbook for General Schedule Positions. These standards are available in most Federal personnel offices for review. Applicants must have one year of specialized experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. Specialized experience must demonstrate that the applicant has experience as a line supervisor or

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team/group leader of a program or operation where the program/operation was broad in scope having several distinct functional areas, impacting on external organizations. Specialized experience must have been at least equivalent to the next lower grade level in the Federal service. Experience may have been gained in the public or private sector.

If you are a current Federal employee applying for consideration under SBA's Merit Promotion and Placement Plan, you must meet the qualifications and time-in-grade requirement by the closing date of the vacancy announcement.

QUALITY RANKING FACTORS:

Using information provided within your application/resume, the Office of Human Capital Management (OHCM) will determine if you meet qualification requirements. If you are found to be qualified, responses to the following QRFs will be used to **rank** your experience. The ranking process is used to distinguish the "best qualified" applicants from "qualified" applicants. To receive full credit when addressing QRFs, applicants should submit a narrative description of their experience, education, training, etc, relative to each QRF. Be specific and limit responses to **no more than three pages total**. Each factor must be addressed individually and separately from your application/resume. Failure to address the following QRFs may result in not receiving full consideration for the position. Please provide information in the following order:

1. Ability to direct, coordinate and manage a program or divisional operation engaged in the delivery of services.
2. Knowledge of the full range of business management methods, practices and techniques (to include financial management, procurement/purchasing, marketing, organization/management, etc).
3. Skill in meeting, dealing, negotiating or maintaining effective working relationships with diverse individuals or groups.
4. Ability to supervise.

OTHER INFORMATION:

SBA is an Equal Employment Opportunity Employer.

If selected, you will be required to provide documents proving that you are eligible to work in the United States.

If you are a male born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

If selected, you may be required to serve a one year supervisory/managerial probation period.

Satisfactory completion of a background investigation is required for issuance of a security clearance.

An employee selected from a competitive register must serve a one-year probationary period and may be terminated because of work performance or conduct during this period or for failing to demonstrate fitness or qualifications for continued employment (5 CFR 315.804).

Your application contains information subject to the Privacy Act (P.L. 93-579, 5 U.S.C. 55A). The information is used to determine qualifications or employment, and is authorized under Title 5 of the United States Code Sections 3302 and 3361.

If selected, you will be required to travel occasionally; evening and weekends may be required.

Work hours and schedule may be adjusted at the discretion of the District Director.

Any individual eligible for consideration under the Interagency Career Transition Assistance Plan for Displaced Employees or under special hiring authorities, e.g., handicapped, VRA, etc., should indicate on their application if they are applying under a special program and submit proof of eligibility with their application.

HOW TO APPLY:

Individuals who are current career or career-conditional employees in the Federal service or are eligible for reinstatement to the Federal service (check <http://www.usajobs.opm.gov/faqs.asp> to see if you are eligible) have competitive status and may be considered under both competitive examining and SBA's Merit Promotion and Placement Plan. (A copy of an SF-50 reflecting competitive status **must** be submitted with your application/resume in order to be considered as a status employee.)

Status applicants who wish to be considered under both procedures **must** submit two complete applications. When only one application is received from a status applicant, it will be considered under SBA's Merit Promotion and Placement Plan only.

Individuals who are eligible for noncompetitive consideration under a special appointing authority (e.g., 30 percent compensable veterans, severely disabled persons, persons eligible under the Veterans Recruitment Appointment (VRA)) may apply. Applicants who wish to be considered under a special appointing authority as well as under the competitive examining procedures must submit two complete applications. When only one application is received from a noncompetitive eligible, it will be considered under the special appointing authority only. More information on special appointing authorities is available at <http://www.opm.gov/veterans/index.asp> (Veterans); http://www.opm.gov/disability/appempl_3-11.asp (Disability); <http://www.opm.gov/employ/luevano.htm#Outstanding> (Outstanding Scholar Program).

Veteran preference eligibles and veterans honorably separated from the armed forces after substantially completing 3 years or more of continuous service may apply. You must indicate on your application or resume that you are eligible under the Veterans Employment Opportunity Act (VEOA), as amended, and include proof of your veteran's preference or military service.

Individuals who do not have competitive status and who are not eligible under a special appointing authority will be considered under competitive examining procedures only. Status employees, who do not submit documentation to reflect competitive status, will be considered under competitive examining procedures only.

Veteran preference only applies to applications applying under competitive examining procedures. You must attach a copy of your DD-214 to your application in order to receive veterans' preference. Information about veteran preference is available at <http://www.opm.gov/veterans/index.asp>.

The time-in-grade requirement only applies to current Federal employees applying under SBA's Merit Promotion and Placement Plan.

You may use any written format you choose to apply for this position. However, your application or resume must provide your **Social Security Number** as well as all of the items listed in Optional Form (OF) 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.asp>). Only your application or resume will be used to determine if you meet the minimum qualifications for the job and the grade level(s) for which you are qualified. If your application or resume does not include the required information, you will lose consideration for the job. You should also submit:

- Three page supplemental statement that provides examples of your experience which address the Quality Ranking Factors (QRFs) used in the ranking process. The supplemental statement must address all the quality ranking factors described above. **The factors must be addressed individually and may not exceed three pages in total.** If the supplemental statement exceeds three pages, only the first three pages will be considered in the evaluation process.
- If you are a current Federal employee, your most recent annual performance appraisal.
- If you are a current or former Federal employee, your most recent SF 50, Notification of Personnel Action reflecting your highest competitive grade held and status.

Any individual eligible for consideration under the Interagency Career Transition Assistance Plan for Displaced Employees or under special hiring authorities, e.g., handicapped, VRA, etc., should indicate on their application if they are applying under a special program and submit proof of eligibility with their application.

- If you claim 5-point veteran preference, submit your DD Form 214, Certificate of Release or Discharge from Active Duty.
- If you claim 10-point veteran preference, submit a SF 15, Application for 10-Point Veteran Preference and the proof as required by that form. The SF 15 is available at <http://www.opm.gov/forms/index.htm>.

If you are applying for special selection priority under SBA's Career Transition Assistance Plan (CTAP) (open to surplus SBA employees only) or the Interagency Career Transition Assistance Program (ICTAP) (see <http://www.opm.gov/ctap/> for eligibility requirements), you must submit one of the following as proof of your eligibility: reduction-in-force (RIF) separation notice; Notification of Personnel Action (SF 50) showing separation by RIF or removal for declining a directed reassignment or transfer of function outside the local commuting area; certificate of expected separation or other notice that you are a surplus employee or eligible for discontinued service retirement; notice from a Federal agency that your injury compensation has been or is being terminated and that it cannot place you; notice from the Office of Personnel Management terminating your disability annuity; or notice from the military or National Guard that you retired under 5 USC 8337(h) or 8456.

If you are eligible for special selection priority based on RIF, declining a directed reassignment or transfer of function outside the commuting area, retiring on the effective date of a RIF or retiring under the discontinued service retirement option, you must also submit a copy of the Notification of Personnel Action (SF 50) which shows the promotion potential of the career or career-conditional position from which you have been or will be separated and a copy of your last performance rating of record.

If you are applying for special selection under the Interagency Career Transition Assistance for Displaced Panama Canal Zone Employees, you must submit a copy of your RIF separation notice.

To be found well-qualified for special selection priority by the Small Business Administration, you must meet the minimum qualification requirements for the position, including any selective factors, and receive at least two-thirds of the total possible points for the Quality Ranking Factors.

All applications must be **received** in the Office of Human Capital Management by 5:00 P.M. MST on the closing date of this announcement. Only material requested by the announcement will be used to rate your application. Your application will NOT be returned to you. Application packages should be delivered to:

U.S. Small Business Administration
 Attn: Kendall Gamber, 04-DDD-1036-KG
 Office of Human Capital Management
 721 19th Street, Suite 392
 Denver, CO 80202

Applications will be accepted from fax or e-mail. Applications may be faxed to the attention of Kendall Gamber at (202) 481- 0940. If you wish to confirm receipt of an application, call Kendall Gamber at (303) 844-7799. Applications may be forwarded as attachments to e-mails and sent to the SBA HR mailbox at denverhrjobapplications@sba.gov. Please do not attempt to transmit elaborate forms or complex fonts. Documents in "Word" attached to your e-mail will be most easily retrieved in our office. Please include the vacancy announcement number in the subject line of your e-mail. Please indicate in your e-mail whether additional documents (e.g., performance appraisal and SF 50) will be faxed.

EVALUATION CRITERIA

If you meet the minimum qualification requirements, you will be evaluated on:

- Quality Ranking Factors (all applicants)
- Training completed in the last 5 years (for Merit Promotion only)
- Awards received in the last 3 years (for Merit Promotion only)
- Your most recent annual performance rating of record (for Merit Promotion only)
- Veteran preference (for Competitive Examining only)

Any individual eligible for consideration under the Interagency Career Transition Assistance Plan for Displaced Employees or under special hiring authorities, e.g., handicapped, VRA, etc., should indicate on their application if they are applying under a special program and submit proof of eligibility with their application.

WHERE TO GET ADDITIONAL INFORMATION

Contact Kendall Gamber (303) 844-7799 for additional information concerning this vacancy announcement.

The SBA provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the person named above. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. Hearing impaired individuals who need assistance may call the Federal Information Relay Service at 1-800-877-8339.

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